**Tina Gauthier**

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**QUALIFICATIONS**

Tech-savvy, results-driven **Executive Assistant** with over 8 years experience providing outstanding administrative support to executives in a wide variety of industries. Exceptional liaison with high profile contacts including board members, legal and finance personnel; managing office operations and household affairs to promote a balanced life for executives. Adept at trouble shooting computer hardware and software issues, including web based systems; ability to adapt and comprehend new information quickly and effectively with a creative style.

* **Administration:** Demonstrated capacity to provide comprehensive professional support to executives; ***Certified Administrative Assistant – 2008***. Calendar management, coordinating on-site and off-site meetings, handling domestic and international travel logistics, and scheduling conference calls and video conferences. Extensive event planning experience. Ability to multi-task a wide variety of projects and consistently meet deadlines.
* **Office Management:** Proven ability to streamline and implement office procedures to improve efficiencies. Coordinate all office functions, including managing business and financial records, administering budgets, reviewing yearly expenditures, and processing expense reports. Work closely with human resources to facilitate policy changes, recruitment, interviewing, and training staff. Manage assets and office moves.
* **Technical Skills:** Extensive experience using Microsoft Office (Word, Excel, SharePoint, PowerPoint, Outlook -- Windows XP Professional, 2003, 2007), Aldus Page Maker Professional, Quick Aviation Accounting, Lotus Notes, Material Management/AS400 System, Law-Trac System, Tymetrix, Azure Accounting. Ability to provide technical support/training and develop departmental and organizational reports.
* **Key Strengths:** Dynamic problem solver with demonstrated leadership abilities. Detail oriented with focus on producing accurate and thorough work. Ability to handle confidential information with integrity. Adapt quickly to new and evolving environments.

**PROFESSIONAL EXPERIENCE**

**C &M Corporation – Wauregan, CT 2010 - Present**

***Executive Administrative Assistant / Manager of Special Projects***

* Executive Administrative Assistant to 9 Senior Management Staff Members, including Director of Human Resources.
* Run statistical reports for Engineering, Sales & Marketing and data entry of such materials.
* Manager of facility onsite inspections for special projects and accounts. Maintain NDA’s (Non –Disclosure Agreements).
* Heavy Calendar Management, Net Meetings, Webinars and all international/domestic travel for 70 on site employees, who need to travel. Incorporated new travel agency, with all online e-tools available to staff.
* Product research, implementation of new office equipment and network alliances throughout company.
* Calendar Management, Net Meetings, Poly-Com Tele-Conferences, meeting set-up and logistics. Attended Weekly/Bi-Weekly Departmental meetings.
* Extensive international/domestic travel for the Senior Staff and affiliated contractors within the department. Assisted additional staff/sales team members off site, as needed; both in California, Ohio, New Jersey, Minnesota, Florida and the United Kingdom.Arranged for domestic/international travel and ground transportation accordingly. Travel support for Mexico facility.
* Meeting logistic coordinator, and catering. Ordered all office supplies, maintaining all service contracts and training for in house office equipment.

**Mohegan Tribal Gaming Authority - Uncasville, CT 2007-2008**

***Executive Assistant / Administrative Assistant***

* Managed the office of the Vice President and provided administrative support**.**
* Handled domestic and international calendar management and travel planning.
* Set up Poly-Com video conferences, web meetings, and telephone conference calls.
* Handled new employee and vendor paper work ensuring appropriate paperwork was completed and submitted to Human Resources.
* Received and handled phone calls, email, voicemail and mail. Typed and distributed correspondence on behalf of the Vice President.
* Managed events, meetings, and dinner engagements, including arranging for catering services and travel arrangements for attendees.
* Ordered office supplies, computer equipment and office furniture, adhering to strict budget. Coordinated office and equipment moves, including space planning and budgeting. Obtained work order quotes for operational issues, accounting, and invoice payments.
* Prepared monthly reports.
* Created Bi-Weekly Construction Cost Summary Status Reports for Council Members

**Mohegan Sun Hotel – Uncasville, CT 2003-2006**

***Administrative Assistant to the Vice President of Hotel Operations***

* Coordinated, planned and supported daily operational and administrative functions.
* Managed the Vice President’s calendar, including planning and coordinating travel arrangements.
* Scheduled and planned meetings and various departmental events.
* Provided back-up support to the Sr. Vice President, Directors, Managers, and others when needed.
* Prepared expense reports and credit card reconciliations.
* Attended biweekly hotel operational and committee meetings.
* Handled accounts payable, processed invoices and reviewed yearly BPO expenditures.
* Managed budget, ensuring compliance for executive office.
* Researched various amenity programs and products, and collaborated with purchasing department and vendors for bidding when necessary.

**Pratt Whitney - East Hartford, CT 2006-2007**

***Executive Assistant to the Vice President and Council of Large Commercial Engines (LCE)***

* Provided administrative support to the Vice President, including managing calendars, scheduling and coordinating meetings and booking conference rooms. Gathered and provided relevant data in advance of meetings to facilitate preparation.
* Planned and arranged both domestic and international travel, procuring necessary visas and managing Vice President’s passport to ensure it was up-to-date and had sufficient number of pages to accommodate travel.
* Processed invoices for payment using the Azure Accounting System.
* Managed Vice President’s legal matters; maintained files, reviewed mail, and prioritized and provided relevant background information.
* Processed expense reports, always ensuring accuracy and deadline compliance. Assisted Vice President with time entry, training, and expense report approvals. Provided back-up support for other executives.
* Assisted Human Resources in processes involving change of status and job connection postings.

**Norwich Bulletin - Norwich, CT 1996-1999**

***Administrative Assistant / Retail Merchandising***

* Handled administrative duties, customer retention, and client management.
* Secured new dealer locations throughout market. Created store presence through prime placement and positioning point-of-sale materials.
* Enhanced partnership with store managers at both the local and corporate level. Presented client incentive programs, promotional events, and planning.
* Received Publisher’s Sales Performance Award for “outstanding” job performance June 1998.

**OTHER EXPERIENCE**

**Manpower at Pfizer/Temporary Contracted Resources – Groton, CT 2009 - 2009**

**Administrative Assistant ~ 1 month assignment**

**Charter Sales & Marketing Manager,** Columbia Air, Groton, CT **2001-2002**

**Fundraising Sales Consultant**, Avatar Galleries, King of Prussia, PA **1999-2000**

**Spa Sales Representative**, Norwich Inn & Spa, Norwich, CT **1996**

**In-Flight Service Manager/Flight Attendant**, Continental Airlines, Newark, NJ **1988-1994**

**EDUCATION & CONTINUING EDUCATION**

♦ **Certified Administrative Assistant** – Central Connecticut State University, New Britain, CT, 2008

♦ **Certified Paralegal**, Paralegal Litigation Certification Course– University of Connecticut, Groton, CT, 2002

♦ **Business Administration**, Three Rivers Technical College, Norwich, CT